



Economic Development Project Manager

REX Development, a public/private economic development corporation serving the 15 town region of South Central Connecticut, seeks a talented, versatile individual to manage the regions economic development initiatives consistent with the region's Comprehensive Economic Development Strategy (CEDS). Assist the Executive Director with management of the organization's brownfield program.

Duties include:

- Working with municipal officials to identify brownfield projects
- Reviewing proposals and conducting site visits
- Preparing contracts and loan documents
- Grants writing
- Technical assistance
- Program monitoring
- Supporting REX's Strategic Planning Committee in implementing the region's CEDS (see www.rgp-ct.org for details about CEDS) and manages all aspects the organization's EDA and DECD activities

Candidates should have a general knowledge of government and the public sector, comfort dealing with basic contracts and finances, and a good eye for detail. Excellent writing skills and computer skills are essential. Some weekend and evening work is required.

The ideal candidate will have a degree in urban planning, environmental studies or a related field and/or relevant experience with brownfields or economic development. An M.A. is a plus.

This job description is not intended to be all-inclusive and employee will also perform other reasonably related job duties as assigned by Executive Director. The employee is expected to comply with established office, administrative and personnel policies. The job description does not constitute a written or implied contract of employment.

This position is full-time position. Salary to commensurate with work experience. Salary range \$60K to \$70K, health/dental benefits.

Interested candidates should submit a cover letter, resume and writing sample to Ginny Kozlowski, at Ginnyk@rexdevelopment.org